

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
July 17 – 21, 2017**

MONDAY, JULY 17, 2017

*3:30 pm	Children With Disabilities Education Board	Syble Hopp School 755 Scheuring Road
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*3:30 pm	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
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TUESDAY, JULY 18, 2017

(No Meetings)

WEDNESDAY, JULY 19, 2017

*9:00 am	Benefits Advisory Committee	Room 200, Northern Building 305 E. Walnut Street
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*12:00 pm	Mental Health Ad Hoc Treatment Committee	Wellness Room, Aging & Disability Resource Center 300 S. Adams Street
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*6:45 pm	Planning, Development & Transportation Committee – <i>Special Meeting</i>	Room 207, City Hall 100 N. Jefferson Street
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*7:00 pm	Brown County Board of Supervisors	Legislative Room 203, City Hall 100 N. Jefferson Street
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THURSDAY, JULY 20, 2017

*5:15 pm	Library Board	Central Library 515 Pine Street
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FRIDAY, JULY 21, 2017

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Monday July 17, 2017 – 3:30PM
Syble Hopp School

Call to Order – 3:30 p.m. –

1. Action Item: Approval of June 19, 2017 Board Minutes
RECOMMENDED MOTION: That the minutes from the June 19, 2017 Board meeting be approved.
2. Action Item: Approval of Agenda
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
3. Action Item: Donations
RECOMMENDED MOTION: That this month's donations be approved.
4. Action Item: Payment of Bills
RECOMMENDED MOTION: That the payment of the bills be approved.
5. Action Item: Financial Report
RECOMMENDED MOTION: That the financial report be accepted.
6. Action Item: Staffing Resignations
RECOMMENDED MOTION: That the resignations for Carol Pointer and retirement for Cathy Hanchek be approved.
7. Action Item: Staffing New Hires
RECOMMENDED MOTION: That the contract for Renee LaFleur-Linder to fill the 1.0 vacant Early Childhood Teacher position for the 2017-18 school year be approved.

RECOMMENDED MOTION: That the hiring of 2.0 vacant Teacher Aide positions be approved.
8. Action Item: Lunch and School Fees
RECOMMENDED MOTION: That the full-priced student lunch fees be increased from \$2.75 to \$2.85, the reduced-priced meal remain the same at \$.40 and the extra milk fee remain the same at \$.30. The price of adult meal will be increased from \$3.45 to \$3.55.
9. Action Item: Room Rental
RECOMMENDED MOTION: That the room agreements with the participating school districts be approved.
10. Action Item: Authorization to sell Duplex
RECOMMENDED MOTION: That Administration work with the proper entities required to sell the duplex located at 1134 & 1136 Patrick Henry.
11. Discussion Item: Administrators' Report
12. Discussion Item: Parent Organization Report
13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) to discuss donor request and personal history.
14. Action Item: Adjournment

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Friday, July 14, 2017 so arrangements can be made."

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, July 17, 2017, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Sup. Andy Nicholson – Chair, Corday Goddard - Vice-Chair, Tom Deidrick, Ann Hartman, and Andy Williams

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 19, 2017, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Quarterly Langan Denials report
 - J. Quarterly Active Cases Breakdown
 - K. Quarterly End of Participation
 - L. Quarterly Customer Service Satisfaction

OLD BUSINESS:

3. Consideration with possible action regarding Sup. Andy Nicholson's request to the Brown County Board of Supervisors (referred to the Administration Committee) to review the possibility of combining the Green Bay Housing Authority and the Brown County Housing Authority with possible action to seek advantages and disadvantages of the merge.
4. Consideration with possible action on approval of the Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay.

NEW BUSINESS:

5. Consideration with possible action on approval of the Violence Against Women Act (VAWA) Emergency Transfer Plan and related changes to Chapter 16 of the Administrative Plan.
6. Consideration with possible action on a voting process for a Resident Commissioner.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Date of next meeting: August 21, 2017. (If needed)



Benefits Advisory Committee

Wednesday, July 19, 2017

9:00 AM – 11:00 AM

Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY
ITEM ON THE AGENDA.**

1. Call meeting to order
2. Roll Call
3. Approve/modify agenda
4. Approve/modify Minutes of June 7, 2017
5. Report – Plan Performance for June 2017
6. Overview/discussion on health insurance shortfalls for 2017 & 2018
7. Discuss preliminary recommendations regarding health insurance
8. Review analysis from HR/M3 of plan design changes submitted from the June 7, 2017 meeting
9. Other Discussion/New Business
10. Adjourn

Jason Carviou, Chair

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Guy Zima, Chairman

Erik Hoyer, Vice Chairman

MENTAL HEALTH TREATMENT COMMITTEE: AD HOC

Wednesday, July 19, 2017

12:00 p.m.

Wellness Room, Aging & Disability Resource Center

300 South Adams Street

Green Bay, Wisconsin

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of June 21, 2017.
-
1. Communication from Chair Zima and Judge Zuidmulder re: Have staff provide a breakdown and explanation of the expenditures made from the \$1.15 million dollars allocated for mental health services during the County budget process for 2016 and 2017.
 2. Update re: Long range mental health needs in Brown County including what could be funded by County Executive Streckenbach's proposed half-percent sales tax.
 3. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.
 4. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.
 5. Discussion re: Recertifying County operations to return to previous services providing long-term care.
 6. Update re: Outreach efforts.
 7. Such other matters as authorized by law.
 8. Adjourn.

Guy Zima, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair

Dave Kaster, Vice Chair

Dave Landwehr, Norbert Dantine, Tom Sieber

SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Wednesday, July 19, 2017

6:45 p.m.

Room 207, City Hall

100 N. Jefferson Street, Green Bay

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

Comments from the Public

Airport

1. Resolution Petitioning the Secretary of Transportation for Airport Development and Improvement Aid.

Other

2. Such other matters as authorized by law.
3. Adjourn.

Bernie Erickson, Chair

Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats. notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, July 19, 2017 at 7:00 p.m.** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of June 21, 2017.**
4. **Announcements of Supervisors.**
5. **Communications:**
 - a. Late Communications.
6. **Appointments:**

County Executive:

 - a. Appointment of John Fenner to the Brown County Housing Authority.
7. **Reports by:**
 - a. County Executive.
 - b. County Board Chair.
8. **Other Reports: (None)**
9. **Standing Committee Reports:**

a) REPORT OF ADMINISTRATION COMMITTEE OF JULY 12, 2017:

1. Review minutes of:
 - a. Housing Authority (May 15, 2017). Receive and place on file.
2. Communication from Supervisor Becker re: Brown County Human Resources removes the check box on all employment applications that asks applicants if they have been convicted of a crime. To send this to Brown County Human Resources and Corporation Counsel to draft an ordinance to incorporate this into Chapter 4. Motion Carried 3 to 1
3. Update on Facilities Needs from all Departments. *No action taken.*
4. County Clerk - Budget Status Financial Report for May 2017 (Unaudited). Receive and place on file.
5. Child Support - Budget Status Financial Report for May 2017 (Unaudited). Receive and place on file.
6. Child Support - Departmental Openings Summary. Receive and place on file.
7. Child Support - May/June Director Summary. Receive and place on file.
8. TS - Budget Status Financial Report for May 2017 (Unaudited). Suspend the rules to take Items 8, 9 & 10 together.
9. TS - Budget Adjustment Request (17-52): Any increase in expenses with an offsetting increase in revenue. *See Item 10.*
10. Technology Services Monthly Report. To approve Items 8, 9 & 10.
11. Treasurer - Budget Status Financial Report as of May 31, 2017. Receive and place on file.
12. Treasurer - Discussion and possible action on the sale of the following tax deed parcels located in the City of DePere: Parcel WD-207-2-1 at Patriot Way Bdr RR in the City of DePere. To follow the Treasurer's recommendation and put it up for sale.
13. Treasurer - Discussion / Action – Approval to release Request for Proposal (RFP) For Banking Services. To approve with the change under Attachment B: RFP Scoring, Item 2: Scoring Methodology, Item 4: New Cost, should be changed from 25 points to 20 points.
14. HR - Budget Status Financial Report for May 2017 (Unaudited). Receive and place on file.
15. HR - Turnover Reports. Receive and place on file.
16. HR - Department Vacancies Report. Receive and place on file.
17. HR - Worker's Compensation Reports. Receive and place on file.
18. HR Director's Report. Receive and place on file.
19. Dept. of Admin - Budget Status Financial Report for May 2017 (Unaudited). Receive and place on file.
20. Dept. of Admin - Budget Status Report – Levy Funded Departments as of May 31, 2017. Receive and place on file.
21. Dept. of Admin - Budget Adjustment Log. Receive and place on file.
22. Dept. of Admin - Review and possible action on Chapter 2 of Brown County Code of Ordinances. Receive and place on file.
23. Dept. of Admin - Resolution re: A Change in Table of Organization for the Department of Administration's Risk Manager, Buyer, and Purchasing Clerk Positions. To approve with the amendment. See Resolutions & Ordinances.
24. Dept. of Admin - Director's Report. Receive and place on file.
 - a. Update on Sales Tax and Room Tax Ordinance. Receive and place on file.
25. Audit of bills. To audit the bills.

b) REPORT OF EDUCATION AND RECREATION COMMITTEE OF JUNE 29, 2017:

1. Review Minutes of:
 - a. Library Board (April 20, 2017 & April 25, 2017). Receive and place on file.
2. NEW Zoo Budget Status Financial Report for May 2017 - Unaudited. Receive and place on file.
3. Zoo Director's Report and Zoo Monthly Activity Reports. Receive and place on file.
4. Museum Budget Status Financial Report for May 2017 - Unaudited. Receive and place on file.
5. Museum - Resolution Adopting the 2017 Neville Public Museum Visitor Experience and Architectural Exhibition and Master Plan. To approve. See Resolutions & Ordinances.
6. Museum - Director's Report. Receive and place on file.
7. Golf Course Budget Status Financial Report for May 2017 - Unaudited. Receive and place on file.
8. Golf Course - Request for Approval – Approve Contract for Winning Bidder for Golf Course Family Tee Project. To accept the Topp Shape Enterprises base bid and all options for \$132,115.00.
9. Golf Course - Superintendent's Report. Receive and place on file.

10. Library - Director's Report. Receive and place on file.
11. Park Mgmt. Budget Status Financial Report for May 2017 – Unaudited. Receive and place on file.
12. Request for Approval re: Fee Waiver request from Denmark Memory Café for use of Neshota Park, July 20th. To approve.
13. Park Mgmt. - Discussion re: Implementation of Parks Ban, draft provided. To refer back to staff for further information.
14. Park Mgmt. - Discussion re: Feasibility of Jurisdictional transfer of 6.21 acre Wrightstown Boat Landing to Village of Wrightstown. To refer it back for continued discussions.
15. Park Mgmt. - May 2017 Park Attendance and Field Staff Reports. Receive and place on file.
16. Park Mgmt. - Assistant Director's Report. Receive and place on file.
17. Resch Centre/Arena/Shopko Hall – Complex Attendance for the Brown County Veterans Memorial Complex for May 2017. Receive and place on file.
18. Audit of bills. To pay the bills.

c) EXECUTIVE COMMITTEE OF JULY 10, 2017:

1. Review Minutes of: None.
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay.
3. Communication from Supervisor Evans re: To have Corporation Counsel and Human Resources review Chapter 4 and the Employee Handbook Chapter 30.01 as it relates to language for Progressive Discipline and make appropriate suggestions as how to incorporate such language and procedures. To refer to staff.
4. Communication from Supervisor Ballard re: A resolution in support of 2017 Assembly Bill 292, and Senate Bill 228, relating to the sale of the Green Bay Correctional Institution, construction and lease with an option to purchase a new correctional institution within Brown County.
 - i. To take Item 9 at this time.
 - ii. To support this Resolution. See Resolutions & Ordinances.
5. Communication from Supervisor Van Dyck re: Amend the Debt Reduction Infrastructure and Property Tax Ordinance to include language that clarifies that the ½% sales tax ends as soon as sufficient sales tax funds are collected to pay for identified and approved projects or \$147 million, whichever comes first.
 - i. Receive and place on file. *Motion rescinded.*
 - ii. To refer to Administration Committee.
6. An Ordinance to Create Chapter 43 of the Brown County Code of Ordinances Entitled "Property Assessed Clean Energy Financing".
 - i. To take Items 6 & 7 together.
 - ii. To amend the resolution to include language that any property owner entering into the PACE program notify their tenants of the same.
 - iii. To approve the resolution as amended.
 - iv. To approve the ordinance. See Resolutions & Ordinances.
7. Property Assessed Clean Energy (PACE) Resolution. *See action at Item 6 above.*
8. Resolution re: a Change in Table of Organization for the Department of Administration's Risk Manager, Buyer, and Purchasing Clerk Positions. To approve the change. See Resolutions & Ordinances.
9. Resolution Supporting 2017 Assembly Bill 292 & 2017 Senate Bill 228, Regarding the Sale of the Green Bay Correctional Institution. To support this resolution. (See Item 4 above). See Ordinances, Resolutions
10. Discussion of 2.12 of the County Code of Ordinances: The duties and responsibilities of the EXECUTIVE COMMITTEE. To hold for one month.
11. Internal Auditor Report:
 - a. Request For Proposal (RFP) – Auditing Services (Project #2159). To approve the RFP as presented.
 - b. Board of Supervisors Budget Status Financial Reports – May 2017 (Unaudited). Receive and place on file.
 - c. Status Update: June 1 – June 30, 2017. Receive and place on file.
12. Human Resources Report:
 - a. Discussion re: Electrician's Pay.
 - i. To refer to Administration and Human Resources to give numbers of how many units and people this affects and bring information back to Executive Committee.

- ii. To forward Mr. Fenlon's position to HR and Corporation Counsel for reclassification of his position to that of employees Braun and Hall and bring forward at the next regular PD&T meeting. Failed for lack of second.
13. Department of Administration Report:
 - a. Budget Status Report – Levy Funded Departments as of May 31, 2017. *No action taken.*
 14. County Executive Report. *No report; no action taken.*

d) REPORT OF HUMAN SERVICES COMMITTEE of JUNE 28, 2017:

1. Review Minutes of:
 - a. Aging & Disability Resource Center (March 23, 2017).
 - b. Aging & Disability Resource Center Executive & Finance Committee (April 1, 2016).
 - c. Children with Disabilities Education Board (May 2, 2017).
 - d. Mental Health Treatment Ad Hoc Committee (May 17, 2017).
 - e. Veterans' Recognition Subcommittee (May 16, 2017).
 - i. To suspend the rules to take Items 1 a-e together.
 - ii. Receive and place on file Items 1 a – e.
2. Wind Turbine Update - Receive new information – Standing Item. *No action taken.*
3. Human Services Dept. - Budget Adjustment (17-50): Any increase in expenses with an offsetting increase in revenue. To approve.
4. Human Services Dept. - Executive Director's Report. Receive and place on file.
5. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
6. Human Services Dept. - Statistical Reports.
 - a. CTC Staff – Double Shifts Worked.
 - b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Child Protection - Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
 - i. Suspend the rules to take Items 6 a – d together.
 - ii. Receive and place on file Items 6 a – d.
7. Human Services Dept. - Request for New Non-Continuous and Contract Providers and New Provider Contract. Receive and place on file.
8. Audit of bills. To receive.

e) REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE OF JUNE 26, 2017:

1. Review Minutes of:
 - a. Planning Commission Board of Directors (May 3, 2017).
 - b. Revolving Loan Fund Committee (April 14, 2017).
 - i. To take Items 1a and b together.
 - ii. To receive and place on file Items 1a and b.
 - c. Transportation Coordinating Committee (March 13, 2017). To refer to Corporation Counsel to report back at County Board.
2. Communication from Supervisor Lefebvre re: To PD&T Committee regarding Brown County's future landfill site in location to the headwater of the East River. *Held for one month.*
 - i. Receive and place on file.
 - ii. To suspend the rules to take Items 3 – 7 together.
3. Register of Deeds - Budget Status Financial Report for May 2017. To approve Items 3 – 7.
4. Planning Commission - Planning Budget Status Financial Report for May 2017 - Unaudited. *See action at Item 3 above.*
5. Property Listing – Budget Status Financial Report for May 2017 - Unaudited. *See action at Item 3 above.*
6. Zoning – Budget Status Financial Report for May 2017 - Unaudited. *See action at Item 3 above.*
7. UW-Extension - Budget Status Financial Report for May 2017 - Unaudited. *See action at Item 3 above.*
8. Port & Resource Recovery - Bay Port Hurlbut Lease- Request For Approval. To approve as amended, eliminating the part below 11 and changing a, b, c to c, a, b.
9. Port & Resource Recovery - Recycling Transfer Station Concrete Floor Replacement Bid – Request For Approval. To approve the bid to Zeise Construction for \$191,426.00 with the alternate of the abandon catch basis for \$750 and the option of removal of concrete walls for \$13,000.

10. Port & Resource Recovery - Non-Binding Letter of Intent for Digester Land Lease – Request For Approval. To approve.
11. Port & Resource Recovery - Director's Report. Receive and place on file.
12. Public Works - Summary of Operations. Receive and place on file.
13. Public Works - Director's Report. Receive and place on file.
14. Airport - Departmental Opening Summary. To approve.
15. Airport Budget Status Financial Report for May 2017 - Unaudited. Receive and place on file.
16. Airport - An Ordinance to Amend Section 25.09 of Chapter 25 of the Brown County Code of Ordinances Entitled "Conveyors of Public Transportation". *Referred back from June County Board. This item was held. See Resolutions & Ordinances.*
17. Airport - Upcoming Petition for State Aid.
 - a. Petition Project Summary.
 - b. State Aid Resolution – DRAFT.
 - c. Agency Agreement – DRAFT.
To approve and move to a 6:45 pm Special PD&T meeting prior to the County Board for final approval of the resolution petitioning for state aid and the accompanying agency agreement.
 See Resolutions & Ordinances.
18. Airport - Director's Report. Receive and place on file.
19. Acknowledging the bills. To hold the acknowledge receipt of the bills until the July meeting.

ei) REPORT OF SPECIAL PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF JULY 19, 2017:

1. Resolution Petitioning the Secretary of Transportation for Airport Development and Improvement Aid. *Motion pending Special PD&T meeting of July 19, 2017. See Resolutions & Ordinances.*

eii) REPORT OF LAND CONSERVATION SUBCOMMITTEE OF JUNE 26, 2017:

1. Open Position Report. Receive and place on file.
2. May 2017 Financials. Receive and place on file.
3. Directors Report:
 - a. Demonstration Farm and EQIP Agreement with NRCS-Update. Receive and place on file Item 3a.
 - b. Community Digester Feasibility Study- Update. Receive and place on file Item 3b.
 - c. County Deer Advisory Council (CDAC) Application-Update. Receive and place on file.

f) REPORT OF PUBLIC SAFETY COMMITTEE: *No meeting held*

10. RESOLUTIONS & ORDINANCES:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration Committee and Executive Committee

- b. Resolution re: A Change in Table of Organization for the Department of Administration's Risk Manager, Buyer, and Purchasing Clerk Positions. Motion at Admin: To approve; Motion at Exec: To approve the change.

Education & Recreation Committee

- c. Resolution Adopting the 2017 Neville Public Museum Visitor Experience and Architectural Exhibition and Master Plan. Motion at Ed & Rec: To approve.

Executive Committee

- d. Ordinance to Create Chapter 43 of the Brown County Code of Ordinances Entitled "Property Assessed Clean Energy Financing". Motion at Exec: To approve.

- e. **Property Assessed Clean Energy (PACE) Resolution.** Motion at Exec: a) To amend the resolution to include language that any property owner entering into the PACE program notify their tenants of the same. b) To approve the resolution as amended.
- f. **Resolution Supporting 2017 Assembly Bill 292 & 2017 Senate Bill 228, Regarding the Sale of the Green Bay Correctional Institution.** Motion at Exec: To support this resolution.

Planning, Development & Transportation Committee

- g. **An Ordinance to Amend Section 25.09 of Chapter 25 of the Brown County Code of Ordinances Entitled "Conveyors of Public Transportation".** Item was held at PD&T.

Special Planning Development & Transportation

- h. **Resolution Petitioning the Secretary of Transportation for Airport Development and Improvement Aid.** *Motion pending Special PD&T of July 19, 2017.*

- 11. **CLOSED SESSIONS:** None.
- 12. **Such other matters as authorized by law.**
- 13. **Bills over \$5,000 for period ending June 30, 2017.**
- 14. **Closing Roll Call.**
- 15. **Adjournment to Wednesday, August 16, 2017 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

"A catalyst for community advancement."

BROWN COUNTY LIBRARY BOARD

Central Library

515 Pine Street, downtown Green Bay, WI

Thursday, July 20, 2017

5:15 p.m.

AGENDA

1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Library Business
 - A. Finance Report, Bills and Donations
5. 2018 Budget
 - A. Approve Performance Measures , Mission Statement and Program Description
 - B. Approve 2018 Budget Proposal
6. Facilities
 - A. Facilities Manager's Report
 - B. Discussion and Approval of Updated Central Third Floor Lease
 - C. Update on Central Library Media Lab
 - D. Update, Discussion and Possible Action regarding East Branch
7. Approve Change to Performance Evaluation Rankings Descriptions
8. Approve Finance Manager Job Description
9. Approve Meeting Rooms and Study Room Use Policy
10. President's Report
11. Library Director's Report

CLOSED SESSION

12. **Open Session: Discussion and Possible Motion to Convene in Closed Session**
13. **Closed session pursuant to Wis. Stat. § 19.85(1)(b)** Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session
14. **Reconvene in Open Session:** Approve any action that may have been recommended in Closed Session
15. Old Business
16. Such Other Matters as are authorized by Law
17. Adjournment

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.



Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.



Marissa Meli
Library Board President



JULY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4  <i>Closed</i>	5 Public Safety 11:00 am Admin Cmte 6:15 pm	6	7	8
9	10 Executive Cmte 5:30 pm	11 Veterans Recognition Subcmte 4:30 pm	12 Admin Cmte 6:15 pm	13 Criminal Justice Coordinating Board 8 am	14	15
16	17	18 	19 Mental Health AdHoc 12pm Special PD&T 6:45 pm Board of Supervisors 7:00pm	20	21	22
23	24 Land Con 6:00pm PD&T 6:15pm	25	26 Human Services 5:30 pm	27 Ed & Rec Cmte 5:30pm	28	29
30	31					

BROWN COUNTY COMMITTEE MINUTES

- Children With Disabilities Education Board (June 19, 2017)
- Housing Authority (June 19, 2017)
- Mental Health Ad Hoc Treatment Committee (June 21, 2017)
- NWTC Board of Trustees (June 14, 2017)
- Neville Public Museum Governing Board (July 10, 2017)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, June 19, 2017

Board Members Present: S. King, B. Clancy, J. Mitchell, L. Franke, R. Osgood

Others Present: A. Nizzia, C. Maricque, J. Driessen, D. Zadnik, K. Pahlow

1. Action Item: Approval of May 2, 2017 Board Minutes

Motion made by R. OSGOOD, seconded by L. FRANKE, that the minutes from the May 2, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

After budget was approved, D. Koehler spoke on her 40 years of dedicated service to the Brown County CDEB. Koehler sent an e-mail to D. Zadnik that provided potential options for payment, since she would not be receiving her full accrued sick leave balance because she turned 65 two months after retirement. D. Koehler reminded the Board that people that work for Brown County are very dedicated to the children and families that they serve. D. Koehler said that she would respect any decision that was made, but she wanted to let the Board know that employees deserve to be given a higher level of respect and communication than have been given in the past ten years.

2. Action Item: Approval of Agenda

Motion made by L. FRANKE, seconded by R. OSGOOD, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Donations

It was noted that there were not as many donations as in past months, but it may be due to the time of year. A. Nizzia highlighted a large donation that was given by Pat Schneider after the donation for the June meeting were completed.

Motion made by B. CLANCY, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Payment of Bills

C. Maricque asked if there were any questions regarding the bills that were paid in April. The bills included were routine in nature. A question was raised regarding the pool rental for the 2016-17 school year. The pool costs are for students that go to the YMCA to swim due to their higher level of ability for swimming. The pool at Syble Hopp is a therapy pool, so the pool at the YMCA is used for their swimming activities.

Motion made by R. OSGOOD, seconded by L. FRANKE, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Financial Report

The balance sheet funds were reviewed. It was noted that the Special Education Fund cash balance is negative until the end of the year when the Board approves a transfer from the General Fund.

The revenues were reviewed by fund. Since the report is as of April, there are additional revenues from the districts, CESA, and Medicaid that will be received in May and April. The State categorical and general aid is expected to be a little less than budgeted.

The expenditure trends are similar to prior months. Library media sources has a short-fall due to the server implementation that was completed prior to transitioning to the County server this is offset by funds that were budgeted for laptops and computer supplies. These expenditures were not made due to the server implementation. Savings were recognized in the intellectual disability teacher and aide area due to leaves and savings in health insurance. This is partially offset by substitutes required to cover the positions on leave. The specialty teachers is over budget due to additional stipends given for Special Olympics which was budgeted in the intellectual disabilities area. Savings have also been recognized for the district transportation.

Motion made by R. OSGOOD, seconded by L. FRANKE, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Board Meeting Schedule 2017-18

The meetings for the 2017-18 school year will continue to be on the third Monday of the month at 3:30 PM. The meeting for May was moved up to allow for the approval of contracts.

Motion made by J. MITCHELL, seconded by B. CLANCY, that the Board Meeting schedule for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Staffing

An additional staff person was hired due to the high caseload for the Occupational Therapists. The individual that accepted the position has just graduated.

Motion made by B. CLANCY, seconded by R. OSGOOD, that the contract for Kristen Kwaterski to fill the 1.0 vacant Occupational Therapy position for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

8. Discussion Item: Administrators' Report

This will be the final Administrator's Report presented by D. Zadnik. Zadnik

indicated that he was very fortunate to have worked here since November 3rd and his last day will be Wednesday. S. King thanked David for accepting the interim position. David's leadership allowed the Board to complete an extensive search for the new administrator. The Board has a great deal of respect for David's leadership and guidance during this transition. On behalf of the Board, Scott thanked David for his service.

Students are participating in the summer SOAR program. The participation is similar to last summer at 58 participants. There will be three 2 week sessions. A Speech Teacher helped organize Camp SOAR this year to help meet the requirements of her graduate program. Due to her organization, the camp has run very smoothly so far this year.

Staff and volunteers painted the hallways and doors the week after school was out. There are still a few items to finish. Additional groups have also offered to volunteer for necessary projects at the school.

There was an additional bid for the gymnasium flooring. The new company indicated that the floors would not need to be stripped.

Training and implementation has started for Frontline and Infinite Campus. Most Mondays during the summer are being dedicated to the implementation of Infinite Campus. K. Pahlow is familiar with both system, so this should help ensure the success of the system rollouts.

L. Franke noted that the staff did an awesome job at Lions Camp. It is awesome to see what the staff do at camp to ensure the campers have a great experience. The staff are dedicated to taking care of the kids to have a safe time at camp. A. Nizzia added that Lions Camp was a success this year. No children needed to be sent home and there were no emergency calls.

9. Discussion Item: Parent Organization Report

The Golf Outing will be held next month on July 8th.

10. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85 (1) (c), to discuss sick leave escrow.

Motion made by J. MITCHELL, seconded by B. CLANCY, to move to Executive Session. MOTION CARRIED UNANIMOUSLY.

Returned to open session at 4:20.

11. Action Item: Adjournment

Motion made by L. FRANKE, seconded by J. MITCHELL, to adjourn the meeting at 4:20 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

[illegible]

Syble Hopp Balance Sheet as of May 31, 2017

ACCOUNT DESCRIPTION	05/31/17
GENERAL FUND	
CASH	6,118,598.29
TOTAL ASSETS	6,118,598.29
ACCOUNTS PAYABLE	255.64
TOTAL LIABILITIES	255.64
EQUITY ACCOUNT	3,690,196.39
REVENUE CONTROL	2,847,941.24
EXPENSE CONTROL	(419,794.98)
TOTAL FUND BALANCE	6,118,342.65
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(3,115,409.09)
TOTAL ASSETS	(3,115,409.09)
PAYABLE ACCOUNT	722.81
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	19,645.00
TOTAL LIABILITIES	722.81
EQUITY ACCOUNT	-
REVENUE CONTROL	1,629,567.53
EXPENSE CONTROL	(4,765,344.43)
TOTAL FUND BALANCE	(3,135,776.90)
FOOD SERVICE FUND	
CASH	17,527.02
TOTAL ASSETS	17,527.02
ACCOUNTS PAYABLE	78.99
TOTAL LIABILITIES	78.99
FUND BALANCE EQUITY	23,574.06
REVENUE CONTROL	51,662.56
EXPENSE CONTROL	(57,788.59)
TOTAL FUND BALANCE	17,448.03

Support Information #5

Syble Hopp Revenue Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 Budget	Actual Amount	TOTAL BUDGET REMAINING	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,802,612.00	2,802,612.00	-	
INTEREST	22,000.00	25,784.46	(3,784.46)	Interest is trending slightly higher than budget
RENT (DUPLEX)	9,000.00	8,250.00	750.00	
MEDICAID MAC REIMBURSEMENT	-	9,280.02	(9,280.02)	
MISCELLANEOUS	11,000.00	2,014.76	8,985.24	Budgeted donations that were recognized in SOAR
TOTAL GENERAL FUND	2,844,612.00	2,847,941.24	(3,329.24)	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	26,651.50	(26,651.50)	Funds transferred from donations for purchase of van.
STUDENT FEES	2,500.00	2,458.00	42.00	
GIFTS	-	26,651.50	(26,651.50)	Funds transferred from Parent Organization for purchase of van.
SOAR STUDENT REGISTRATIONS	22,000.00	20,505.00	1,495.00	Includes \$5,000 in donations for program.
EC GRANT \$'S FROM DISTRICTS	35,060.00	24,557.79	10,502.21	Early Childhood payment from Denmark is outstanding.
TRANSIT OF FLOW THRU DISTRICT	67,000.00	49,678.00	17,322.00	Ashwaubenon's payment was received in June. Due to 2015-16 enrollments there will be about a \$6,000 shortfall in revenue.
TUITION-SCH DIST (NON-OPN ENR)	296,000.00	279,492.91	16,507.09	Actual costs for students were less than estimated.
TRANSIT OF STATE AIDE (CESA)	213,938.00	91,830.54	122,107.46	Received first four payments from CESA.
CESA 7 - REIMB SUBS	2,000.00	-	2,000.00	
HANDICAPPED AID FROM STATE	1,216,000.00	907,446.00	308,554.00	First payment was received in November. Includes four payments.
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	Revenue is received at the end of the school year.
HIGH COST KIDS (STATE)	35,000.00	-	35,000.00	Submitted \$18,360 in claims for high cost kids in December. Actual revenue will be less than claim, so there will be a shortfall in this revenue.
MEDICAID REIMBURSEMENT	250,000.00	200,296.29	49,703.71	Revenue includes remaining billings from 2016.
TOTAL SPECIAL REVENUE FUND	3,639,498.00	1,629,567.53	2,009,930.47	
FOOD SERVICE FUND				
STUDENT LUNCH	35,000.00	27,350.30	7,649.70	
ADULT LUNCH	1,200.00	926.84	273.16	
FOOD SER/STATE AID	1,000.00	782.62	217.38	
FOOD SERVICE/FED AID	36,268.00	22,602.80	13,665.20	
FED AID/COMMODITIES	5,600.00	-	5,600.00	Commodity Aid is reported at the end of the year.
TOTAL FOOD SERVICE REVENUE FUND	79,068.00	51,662.56	27,405.44	

Syble Hopp Expenditures Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 9/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 5/31/2017	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES & SERVICES	6,333.00	5,805.25	9,424.90	(3,091.90)	(3,619.65)	Server Migration Project \$6,000 was not budgeted in 16/17.
FISCAL/FINANCE	164,423.00	150,721.08	142,423.36	21,999.64	8,297.72	Bookkeeper position was split, so savings in benefits. Maintenance agreements for the year have been paid. Dectron Unit Repair of \$7,754 was not budgeted. These expenditures have been offset by savings in gas.
BUILDING OPERATION DUPLEX	191,016.00 350.00	175,098.00 320.83	155,854.71 114.80	25,161.29 235.20	9,243.29 206.03	
FACILITIES ACQUISITION/REMOD	5,060.00	4,638.33	4,210.00	850.00	428.33	
TELEPHONE	3,520.00	3,226.67	2,863.53	656.47	363.14	Budgeted computer supplies and laptop have not been purchased since migration was not budgeted. These savings will offset the negative variance in the Library and Resource area.
TECHNOLOGY EQUIPMENT	5,000.00	4,583.33	-	5,000.00	4,583.33	Worker Comp and casualty expected to increase in last half of fiscal year.
INSURANCE AND JUDGMENTS	37,316.00	34,206.33	36,974.00	342.00	(2,767.67)	Will increase in last half of fiscal year. Technology allocations will be higher than budgeted.
COUNTY IDC AND TECHNOLOGY	58,554.00	53,674.50	57,929.68	624.32	(4,255.18)	
TOTAL GENERAL FUND	471,572.00	432,274.33	419,794.98	51,777.02	12,479.34	
SPECIAL REVENUE						
EARLY CHILDHOOD	372,337.00	286,413.08	294,945.88	77,391.12	(8,532.80)	2 FTE was added due to enrollment in the DePere school district.
SPEECH/LANGUAGE COGNITIVE DISABILITIES	498,635.00 2,003,612.00	383,565.38 1,541,240.00	358,993.91 1,483,132.25	139,641.09 520,479.75	24,571.47 58,107.75	Speech Therapist resigned as of 11-3-2016; CESA employee to transfer in January - budget includes this position for January - June. Savings in health insurance have been recognized. The retiree escrow accounts in the amount of \$39,780 were transferred to their VEBA accounts in December. In addition, budget did not include new retiree.
RETIREE INSURANCE	28,000.00	25,666.67	71,629.61	(43,629.61)	(45,962.94)	
EC INSTRUCTIONAL AIDES	80,268.00	61,744.62	59,213.12	21,054.88	2,531.50	Savings were recognized in salaries and benefits due to two aides being on leave and salaries budgeted for additional help that were not used.
CD INSTRUCTIONAL AIDES	1,058,325.00	814,096.15	735,963.97	322,361.03	78,132.18	Subs were needed for staff member leaves. Due to shortage of substitutes, teacher subs have been needed to fill aide absences.
CD SUB TEACHERS/AIDES	38,755.00	38,755.00	70,720.78	(31,965.78)	(31,965.78)	
EC SUB TEACHERS/AIDES	3,229.00	3,229.00	6,454.69	(3,225.69)	(3,225.69)	Sub was required for staff member on leave. Additional stipend given for Special Olympics that was budgeted in CD. Part-time positions have worked additional hours. In addition, a position was budgeted at the single rate for insurance, but now is family.
SPECIALTY TEACHERS	138,059.00	106,199.23	123,122.28	14,936.72	(16,923.05)	
DIRECTION OF SOCIAL WORK	70,648.00	54,344.62	54,821.99	15,826.01	(477.37)	
NURSING	47,897.00	30,992.18	31,376.15	16,520.85	(383.97)	Savings from part-time position budgeted, but no longer filled.
OCCUPATIONAL THERAPY	235,006.00	180,773.85	177,163.10	57,842.90	3,610.75	
PHYSICAL THERAPY	78,670.00	60,515.38	60,278.45	18,391.55	236.93	

Syble Hopp Expenditures Summary for the Month Ended May 31, 2017

DESCRIPTION	2016-2017 BUDGET	BUDGET AS OF 5/31/2017	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 5/31/2017	COMMENTS
EXCEPTIONAL ED (SUPV & COORD)	283,618.00	259,983.17	236,655.54	46,962.46	23,327.53	Savings in expected additional help and insurance.
GENERAL ADMINISTRATION	7,855.00	7,200.42	14,595.38	(6,740.38)	(7,394.96)	Payment for Exec Connect.
OFFICE OF THE SUPERINTENDENT	137,320.00	125,876.67	117,379.30	19,940.70	8,497.37	Savings in benefits due to interim position.
VEHICLE ACQUISITION	-	-	53,303.00	(53,303.00)	(53,303.00)	Offset by Revenue from Donations and Parent Organization
VEHICLE REPAIR AND FUEL	10,800.00	9,900.00	6,374.42	4,425.58	3,525.58	
TRANSPORTATION AND BUS AIDES	697,336.00	631,482.90	576,051.32	121,284.68	55,431.58	Savings in district transportation.
UNEMPLOYMENT	9,369.00	7,206.92	6,120.76	3,248.24	1,086.16	
CESA SERVICES	198,341.00	184,674.33	179,498.53	18,842.47	5,175.80	Employee on leave, so CESA expenditures were less than expected.
TRANSIT OF AID TO DISTRICTS	74,000.00	61,866.67	47,550.00	26,450.00	14,116.67	Payments for the year are expected to be \$63,400. Wrightstown paid its tuition with Federal funding, so there will not be transit of aid to them.
TOTAL SPECIAL REVENUE FUND	6,072,080.00	4,875,526.22	4,765,344.43	1,306,735.57	110,181.81	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	88,918.00	85,089.22	54,239.46	14,678.54	10,849.76	Savings have been recognized for the contracted Food Service.
FOOD - LUNCH PROG	500.00	500.00	-	500.00	500.00	
FOOD	5,600.00	5,600.00	-	5,600.00	5,600.00	Commodity charges are not recorded until the end of the year.
MILK - LUNCH PROG	4,050.00	4,050.00	3,549.13	500.87	500.87	
TOTAL FOOD SERVICE FUND	79,068.00	75,239.22	57,788.59	21,279.41	17,450.63	

NOTE: Year to date budget is annualized by month or number of pay periods depending on the type of expenditure.

Support Information #7

Memo

To: Kim Pahlow
Administrator

Fr: John J. Driessen
Director of Special Education

RE: Request to Hire New Staff

Date: July 10, 2017

The purpose of this memo is to recommend the hiring of Renee La Fleur-Linder for the vacant 1.0 Early Childhood Special Education position at Altmayer/Heritage School. This position will begin on August 29, 2017 and run through the 2017-18 school year. Her salary for the school year will be \$34,652.

Please see me if you have questions.

Support Information #7

Memo

To: Kim Pahlow
Administrator

Fr: Abbie Nizzia
Principal

RE: Request to Hire Two New Instructional Aides

Date: July 11, 2017

The purpose of this memo is to recommend the hiring of Darcie Mangum and Logan Pourchot for the two vacant instructional aide positions at Syble Hopp School. Darcie worked as a dedicated aide with one of Syble Hopp Schools recent graduates. Logan worked at our sister school in Walworth County for the last three years and has recently moved to the Green Bay area. The positions will begin on August 30th, 2017 and run through the 2017-18 school year. Their hourly wage will be \$14.54 equaling a salary of \$19,629 plus fringe benefits for the school year.

Please see me if you have questions.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 19, 2017, 4:30 p.m.
City Hall, 100 N. Jefferson Street, Room 310
Green Bay, WI 54301

MEMBERS PRESENT: Corday Goddard – Vice-Chair, Tom Deidrick, Ann Hartman, and Andy Williams

MEMBERS ABSENT: Andy Nicholson – Chair

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Mackenzie Reed-Kadow, Noel Halvorsen, and Scott Schoeneman

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 15, 2017, meeting of the Brown County Housing Authority. (0:00:40)

A motion was made by A. Hartman and seconded by A. Williams to approve the minutes from the May 15, 2017, Brown County Housing Authority meeting. Motion carried.

C. Goddard announced that several agenda items would be taken out of order, starting with #3, continuing with #4 and #5, proceeding to #8, then returning to #2.

REPORTS:

3. Report on Impact of ICS's salary study. (0:00:59)

P. Leifker shared that ICS's ability to pay their staff a higher salary, as approved in the budget for this year, has allowed ICS to hire and retain the best qualified staff. This has made a significant difference in the ability to administer the program in the past six months.

A motion was made by A. Williams and seconded by A. Hartman to receive and place on file the Report on Impact of ICS's salary study. Motion carried.

4. Report on Housing Choice Voucher Rental Assistance Program: (00:02:23)

A. Preliminary Applications

P. Leifker reported that for the month of May, there were 152 preliminary applications received.

B. Unit Count

The unit count for the month of May was 3,144.

C. Housing Assistance Payments Expenses

The January HAP expenses totaled \$1,383,250.

D. Housing Quality Standard Inspection Compliance

There were a total of 393 inspections, of which 156 passed the initial inspection, 101 passed the reevaluation, 99 resulted in a fail, and 37 were no shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker reported on data through May 2017. There were 322 port outs with an associated HAP expense of \$289,602. ICS was underspent by \$1,457.71 and the FSS program was overspent by \$1,916.82.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
M. Reed-Kadow reported there were 88 program participants in the FSS program. Of that number, 47 are at level one, 17 in level two, 13 in level three, and 11 in level four. There was one new contract signed, one graduate, 38 open escrow accounts, and 51 homeowners. She proceeded to share a success story of one of the program graduates.
- G. VASH Reports (new VASH and active VASH)
There were no new VASH clients and 27 active participants in the VASH program.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For the month of May, there were eight new investigations assigned, ten previous investigations were closed and six remain active. There were 46 applications processed, all of which were approved. For Fraud Investigations by Municipality, 11 originated in Green Bay, followed by De Pere and Ashwaubenon, each with two, and Howard with one. Initial Applications by Municipality included 43 applications from Green Bay, two in Ashwaubenon, and one from De Pere.

5. Report on locations of port-out vouchers. (0:06:10)

- P. Leifker shared two charts showing the number of port-out vouchers by state. The data showed there were two port-outs to California, one to Colorado, two to Florida, one to Georgia, 12 to Illinois, 13 to Maryland, nine to Massachusetts, two to Michigan, 185 to Minnesota, one to Oregon, three to Texas, 11 to Virginia, 49 to Washington, and 20 within Wisconsin.
- A. Williams inquired about port-outs being absorbed by the receiving housing authority. T. Deidrick responded that requiring that would involve Congressional action, with a change in HUD regulations.
- R. Hallet indicated that over time, the vouchers being ported out can be absorbed by the receiving housing authority, but it is the choice of that particular PHA.

A motion was made by A. Hartman and seconded by T. Deidrick to receive and place on file the report on locations of port-out vouchers. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

- 8. Consideration with possible action on approval of Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay. (0:13:13)

R. Hallet introduced the topic stating that there is funding outside of regular HCV funding that has accumulated and could be used by partnering with NeighborWorks® to provide assistance with down payment and closing costs for low to moderate income properties. The use of the funding could for the most part follow the current procedures that NeighborWorks® has in effect for other down payment and closing cost assistance programs.

N. Halvorsen from NeighborWorks® elaborated saying that they would like to implement a break-point at the city boundary for this particular program. The hope with this break-point is to deconcentrate the population of low-income residents within the city limits. Homebuyers under 120 percent of the area median income would be eligible to receive assistance in obtaining home ownership in Green Bay only. Buyers below 80 percent of the median income would be eligible to buy outside of the city limits (anywhere within Brown County) with the intent to serve a broader area and create more economic diversity throughout the county.

C. Renier-Wigg inquired if an incentive could be built into the program to encourage lower income buyers to buy outside of Green Bay. N. Halvorsen responded that the percentage of assistance could be modified to be higher outside of the central city.

S. Schoeneman, NeighborWorks® Green Bay, shared the current formula that NeighborWorks® uses, which is *purchase price times four and a quarter percent*. This averages \$25 per month in interest savings for the individual. Over time, this number adds up, which incentivizes participants to stay in their homes longer.

Discussion ensued about whether the funds should revolve back into the program or come back to the BCHA.

A. Williams inquired about the length of time it would take for the requested \$300,000 to be loaned out. N. Halvorsen and S. Schoeneman believe that the money would last for about one year.

S. Schmutzer clarified that the process has been for NeighborWorks® to provide the loan to the homebuyer, send BCHA an invoice, and then BCHA reimburses NeighborWorks®. In this way, BCHA retains control of the money and NeighborWorks® isn't in possession of money that hasn't yet been spent. S. Schmutzer further explained that in the 2017 budget, BCHA has budgeted \$150,000 for this purpose.

N. Halvorsen stated that on average 10 percent of total loan values are repaid annually. He also explained that these loans typically are not subordinated if the homeowner refinances. A. Williams stated he doesn't agree with ever subordinating the loan. N. Halvorson clarified that the general policy is not to subordinate, but there are some exceptions if it helps the homeowner to be in a better financial position. A. Williams opined that he would want any potential subordinations to come back to the Authority. A. Williams also suggested that instead of \$300,000 at once, the BCHA may want to offer \$50,000 per year to create loans each year.

N. Halvorson also clarified that NeighborWorks® has several funding sources that fund the loans they make, each with different areas of focus. This one is specifically directed to low income buyers looking to purchase outside of the City of Green Bay, so they would market to buyers who meet that criteria. A. Williams expressed concern that without limitations, it could happen that all the buyers could purchase within Green Bay. Discussion ensued about structuring the program to limit the number of loans made within the City of Green Bay or creating a map indicating a target area where the loans could be used.

T. Deidrick stated his opinion is to make more than \$150,000 available, and as the money is spent, re-evaluate it. He doesn't believe that only \$50,000 per year would work.

N. Halvorsen further explained the requirements for the program, stating that participants are required to attend counseling for asset management. People who own homes contribute more to the community than those who do not. Home owners pay taxes on their properties, are more likely to be involved in the community and the local schools and are more likely to vote, strengthening the community.

It was agreed to refer this item back to staff to prepare a more detailed proposal to be brought back at the July meeting.

COMMUNICATIONS:

2. A request by Sup. Andy Nicholson to the Brown County Board of Supervisors (referred to the Administration Committee) to review the possibility of combining the Green Bay Housing Authority and the Brown County Housing Authority with possible action to seek advantages and disadvantages of the merge. (0:41.04)

R. Hallet indicated that at the Administration Committee and Corporation Counsel indicated they would write a legal opinion regarding this issue.

C. Renier-Wigg stated that the Green Bay City Council would have to agree to dissolve the Green Bay Housing Authority (GBHA), and the GBHA would have to declare that there is no longer a need for the GBHA. It's unlikely the GBHA would declare there is no longer a need. Furthermore, the GBHA would have to dispose of all of their current projects and obligations including Mason Manor and 50 scattered site properties, which the BCHA would have to decide if that is something they would want to take on.

T. Deidrick asked for a side-by-side comparison of the BCHA and GBHA detailing the responsibilities of each PHA.

R. Hallet indicated that though both the BCHA and GBHA are funded by HUD, their funding comes from separate allocated accounts for different purposes. The BCHA funding is for housing choice vouchers while GBHA funding is for public housing. Therefore, even if the two programs merged, data would still need to be maintained separately.

A. Williams pointed out that the potential combination would eliminate the need for two separate Authority meetings and give the committee a better picture of the actions being taken in both programs; however, the size of the committee would not increase.

S. Schmutzer pointed out that the GBHA has an excellent relationship with the City. If the merger occurred, the contracts that GBHA runs through the City would have to be run through Brown County's purchasing department, which wouldn't necessarily be a time-saver.

The Authority decided to reevaluate the proposal during the July meeting when they have more information.

R. Hallet presented a late communication: A letter from HUD addressed to the Brown County Executive and BCHA Board Chair reiterating that it is a requirement of the BCHA to have a resident commissioner on the committee. (0:52:33)

R. Hallet stated that a resident commissioner has been identified, but he cannot serve on the committee until one of the current members has stepped down as the BCHA is only permitted to have five members.

A. Williams requested that the Authority create a protocol for electing a new resident commissioner.

R. Hallet stated that the action that needs to be taken is either someone on the Authority steps down, or someone from the Authority will be chosen by the County Executive to be removed. R. Hallet indicated she would communicate with County Executive Troy Streckenbach about this.

REPORTS (Continued)

6. Report on progress of BCHA goals for Calendar Year 2017. (01:02:26)

R. Hallet shared a coversheet listing the BCHA's internal goals. Each of the goals has progressed since they have been implemented.

A motion was made by A. Williams and seconded by T. Deidrick to receive and place on file the BCHA 2017 goals. Motion carried.

NEW BUSINESS (Continued)

7. Consideration with possible action on the approval to renew an agreement with Catholic Charities for reimbursement of pre and post homeownership counseling for Housing Choice Voucher Homebuyers. (01:03:51)

R. Hallet explained the background behind this item. Years ago, Catholic Charities asked to be an approved agency to provide home ownership counseling through the HCV program. This contract is up for renewal.

T. Deidrick elaborated that program participants are able to choose between Catholic Charities and NeighborWorks® for their counseling.

A motion was made by A. Williams and seconded by A. Hartman to approve the contract renewal. Motion carried.

BILLS AND FINANCIAL REPORT:

9. Consideration with possible action on acceptance of BCHA bills. (01:05:23)

S. Schmutzer directed the Authority's attention to the BCHA bills.

T. Deidrick reminded the Authority that staff is technically City employees; this would have to change should the BCHA and GBHA merge (see number 2 under communications). Either staff would have to become County employees or the Housing Authority would have to employ staff directly.

A motion was made by T. Deidrick and seconded by A. Williams to approve and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report. (01:08:00)

S. Schmutzer shared the financial report with the Authority. She stated that she continues to reach out to people who still owe the BCHA for small claims.

A motion was made by A. Williams and seconded by A. Hartman to accept and place on file the BCHA financial report. Motion carried.

11. Update on fraud recovery. (01:09:32)

S. Schmutzer stated that the BCHA has continued to reach out to people to recuperate overpayments (money given to a program participant that they were not qualified to receive). Since then, more than \$859,000 has been retrieved either through monthly payments or through tax collection. Half of the money goes into the HCV program, and the other half goes toward administration.

A motion was made by A. Hartman and seconded by T. Deidrick to receive and place on file. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Review Risk Management section of Lead the Way training. (01:11:25)

R. Hallet shared that the risk management section was the section that the Authority members have reviewed prior to the meeting. The section gave resources to the Authority, and reiterated the importance of maintaining high ratings on the SEMAP, for which BCHA's scores have been very high for several years. T. Deidrick reminded the Authority that this was not always the case. The committee has worked very diligently to become a High Performer.

R. Hallet indicated that the final module for Lead the Way Training, PIH Lumberton Case Study, will be worked on for the next meeting.

13. Date of next meeting: July 17, 2017. (01:14:52)

T. Deidrick suggested that the Authority take a break from their monthly meeting in August.

R. Hallet reminded the Authority that they missed their April 2017 meeting; however, August is a good time of the year to skip a meeting if no action needs to be taken.

A motion was made by T. Deidrick and seconded by A. Hartman to adjourn. Motion carried. Meeting adjourned at 5:45 p.m. (01:17:33)

LNC:RAH

PROCEEDINGS OF THE AD HOC
MENTAL HEALTH TREATMENT COMMITTEE

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that an Ad Hoc Committee of the County Board of Supervisors met regarding mental health treatment on Wednesday, June 21, 2017 in the 1st Floor Conference Room, Board Room A, Sophie Beaumont Building, 111 N. Jefferson Street, Green Bay, Wisconsin.

Present: Chair Guy Zima, Vice Chair Erik Hoyer, Deputy Executive Jeff Flynt, Health and Human Services Director Erik Pritzl, St. Johns Homeless Shelter Case Worker Lisa Bero, JOSHUA Member Cheryl Weber, Behavioral Health Manager Ian Agar, Hospital Administrator Luke Schubert, Sheriff John Gossage, District Attorney David Lasee, Green Bay Police Officer Allen, Dave Dunlop
Excused: Security Lieutenant Scott Brisbane

I. Call meeting to order.

The meeting was called to order by Vice Chair Erik Hoyer at 12:05 pm.

II. Approve/modify agenda.

Motion made by Erik Pritzl, seconded by David Lasee to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of May 17, 2017.

Motion made by Cheryl Weber, seconded by Erik Pritzl to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

1. Communication from Chair Zima and Judge Zuidmulder re: Have staff provide a breakdown and explanation of the expenditures made from the \$1.15 million dollars allocated for mental health services during the County budget process for 2016 and 2017.

Human Services Director Erik Pritzl provided the Committee with a handout, a copy of which is attached, which summarizes the expenditures related to the Mental Health Initiative in 2016 and the first part of 2017.

With regard to mobile crisis, 158 in person contacts were made in May and this is going well, but Pritzl would like to see these numbers increase even more. Efforts are continuing to get people to admit for services voluntarily. He noted there is a top 40 list of chronic individuals in the area and the message they are trying to get across to the different groups that work with this population is that there are services available for those who want them.

Zima asked about the status of the outreach efforts that were discussed at the last meeting. Pritzl informed the request has been submitted to NEWYE and he will keep this group advised. Zima stressed the importance of having some sort of public service announcements so people who want services know that they are available and where and how to get them. Zima asked about a hotline number that people can call and Behavioral Health Manager Ian Agar said he will discuss this with the intake workers. Hoyer noted that there are various numbers people who want help might call such as 911, 211, an intake worker or Bellin and he feels that that is probably somewhat confusing for someone who wants and needs help.

JOSHUA member Cheryl Weber introduced St. Johns Homeless Shelter Case Worker Lisa Bero to the group. Bero said St. Johns works with the homeless as well as those at risk of homelessness. The shelter also operates the Micah Center and anyone is welcome there. They do their best to educate the population of people they serve regarding available services.

Zima feels that providing detox services is the bare minimum and this group is supposed to be trying to figure out ways to cut down the number of people finding their way into the jail system. He feels we need to come up with ways to fit everyone's needs and he noted that some people need more services than others. He would like to see some type of residential facility with a number of small efficiency-type apartments where people can live where they have contact with others facing the same struggles and he would also like to see some offices for things like case workers. He feels that now is the time to address this and figure out what we need so that when the County is ready to look at the new jail pod, this can be addressed at the same time. He feels there is currently about a six

month window to get a proposal together to present to the County Executive and the County Board. He wants to see jail and mental health treated together as a package deal and he does not want feet dragging or anything else.

2. Update re: Long range mental health needs in Brown County including what could be funded by County Executive Streckenbach's proposed half-percent sales tax.

Pritzl said a lot of information was submitted on this at the last meeting including cost estimates. There would need to be capital investment to establish something for long term care as well as a one stop shop model. Cost estimates on this have been shared with the County Executive.

Sheriff John Gossage noted that he has talked to the County Executive regarding how to go forward with the \$20 million dollars that is earmarked for jail/mental health. He noted that he would like to wait for the PONI study to be completed before determining what the best option would be, although he did estimate that somewhere around \$13 million dollars would be needed to address the needs at the jail which would leave somewhere in the area of \$6-7 million dollars for work on the mental health aspect.

Pritzl would like time to see what would work in the \$6 – 7 million dollar range. He wants to be sure we do not get in a situation where we implement something, but then do not have the budget to operate it appropriately.

It was indicated that a group from UWGB is currently doing some research on what the best model would be. Pritzl noted that treatment is available, but what is lacking is the supportive housing aspect. Zima said he would like to see a residential component like he spoke of earlier with a number of small apartments in one building. He asked about the licensing for something like this and Pritzl indicated that licensing might be a problem in terms of the number of people all in one place. There also could be concerns regarding where such a facility would be located. Zima would like to see something near the jail and CTC rather than in a residential neighborhood. Hoyer felt that that may not be a good location in terms of people trying to get to and from work but Zima pointed out that there is a bus line near the jail.

Zima emphasized we have to get things going and if we run into problems then we have to work through them. Hoyer said if there was an unlimited pot of money, everyone could get behind a one stop shop model for crisis which would free up law enforcement time and allow the County to have more control over the services. However, since the pot of money is limited Hoyer feels we need to look at what the actual needs are, especially with regard to housing. He said at this time the County has the capacity to help people for 25 – 30 days, but there is nothing after that. We need to figure out what the best fit of services and housing would be and that is something the group at UWGB is working on. Zima said Nicolet is close to being full with a daily census of 13 and a max of 16, but noted that this facility is for short-term stays. Although Nicolet serves the needs for a certain percent of the population, there are people who need longer term treatment and he feels the best way to handle that would be in an apartment building of small units like he spoke of earlier where people could live to continue their recovery in an environment they feel safe in and are not out causing conflicts in the community.

Pritzl said information has been presented regarding the County sending people to Trempealeau and there have been some discussions about providing similar programming here to alleviate having to send people across the state. There is clearly a gap locally for the type of services that Trempealeau provides. He noted that there are some CBRFs in the area that the County uses that handle some of these people, but he does not know what the capacity is. Zima asked if someone is working on identifying the capacity and the needs. Pritzl said that the group at UWGB is looking at that now. Zima indicated he would like a report back on this as soon as possible so it can be examined before the budget process begins. He noted that the County Executive is welcome to come to any of these meetings to get up to speed. Deputy Executive Jeff Flynt was in attendance and could relay information to the Executive, but Zima would also like to see Director of Administration Chad Weininger at these meetings as he feels he has a great educational background and has an ability to get things done and most of the Board appreciates his talent. Flynt noted that he would pass this information along to both the Executive and the Director of Administration.

Pritzl said he was hopeful to have some information available towards the end of August from UWGB. Hoyer said he is struck by the diversity of the needs and the number of potential solutions for the population. This is definitely not a one size fits all population and he does not feel we should get our hopes up that a large building with a number of beds is going to be the answer based upon the realities of the population.

Zima asked if anyone had any issues they wished to discuss at this time. Sheriff Gossage mentioned that after the National Institute of Corrections came to the jail he began looking for an option for 2018 to increase the mental health coverage at the jail to fill the identified gap. He informed that beginning July 1 there will be two nurses to help ensure that anyone who needs mental health services does slip through the cracks. A budget adjustment will be done to cover the costs for the increased care for the remainder of 2017 and Gossage will then include the two nurses in the 2018 budget.

Weber reported there will be a demonstration of the Trilogy program tomorrow at Bellin's Executive Offices. Trilogy is being initiated in the Fox Valley and is a website to help those struggling with mental illness, similar to 211. She feels that this is going to be an awesome resource and something Brown County may want to look into as well as the website provides everything from learning about something, to screening, to actually finding and getting connected directly to services.

Dave Dunlop said this entire mental health system is complicated and noted that there is a lot of money at stake in looking at the jail and mental health as one package. He questioned if there have been studies done as to the number of people that circulate between the mental health system and the jail system, specifically, how many people that are not in a situation where they are supervised and provided with treatment that end up in the jail. This would be important information to know as the talks continue on increasing the jail pods. Gossage responded that the jail liaison is doing a good job in working with people on their re-entry into the community following a jail stay, but there is not really a tracking mechanism after release, but he noted that the number of people the jail liaison works with that have returned to jail is quite small.

3. Discussion, review and possible action: Request that Brown County review its past and present mental health services and develop a more comprehensive plan to treat both short and long term mental health patients including but not limited to 1) alcohol and drug abuse detox and treatment; and 2) children, adolescent and adult mental health treatment.

Discussion on this item was incorporated at various areas throughout the meeting.

4. Discussion, review and possible action: Request that the Human Services Director and Brown County Sheriff work together to develop a plan to provide a treatment plan for prisoners who presently make up a third of our jail population.

Discussion on this item was incorporated at various areas throughout the meeting.

5. Discussion re: Recertifying County operations to return to previous services providing long-term care.

Discussion on this item was incorporated at various areas throughout the meeting.

6. Update re: Outreach efforts.

Although not discussed at this point in the meeting, there was some discussion regarding outreach efforts in Item 1 above.

7. Such other matters as authorized by law.

The next meeting date was discussed and July 19, 2017 at 12:00 pm was selected.

8. Adjourn.

Motion made by Erik Hoyer, seconded by Dave Lasee to adjourn at 1:05 pm. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

BROWN COUNTY HEALTH & HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

To: ad-hoc Mental Health Treatment Committee
Human Services Committee

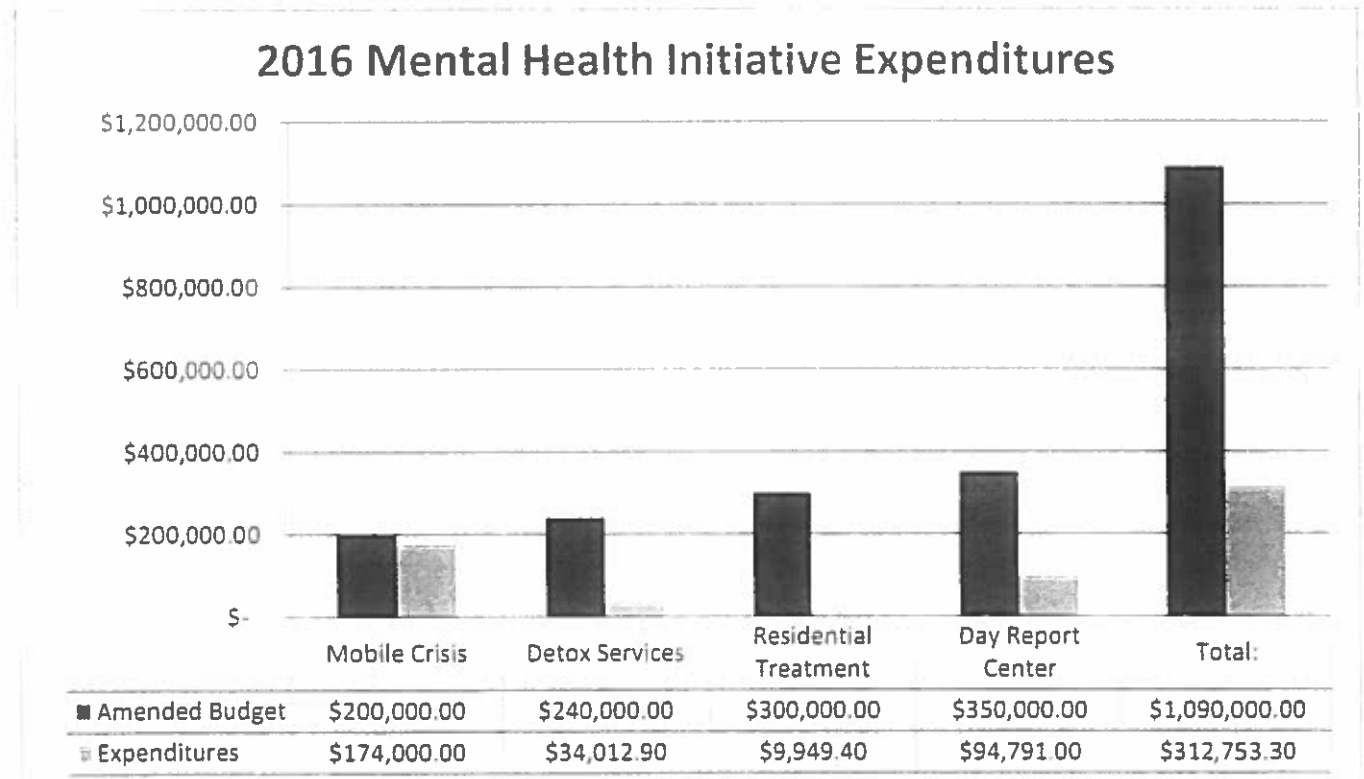
From: Erik Pritzl, Executive Director

Date: June 21, 2017

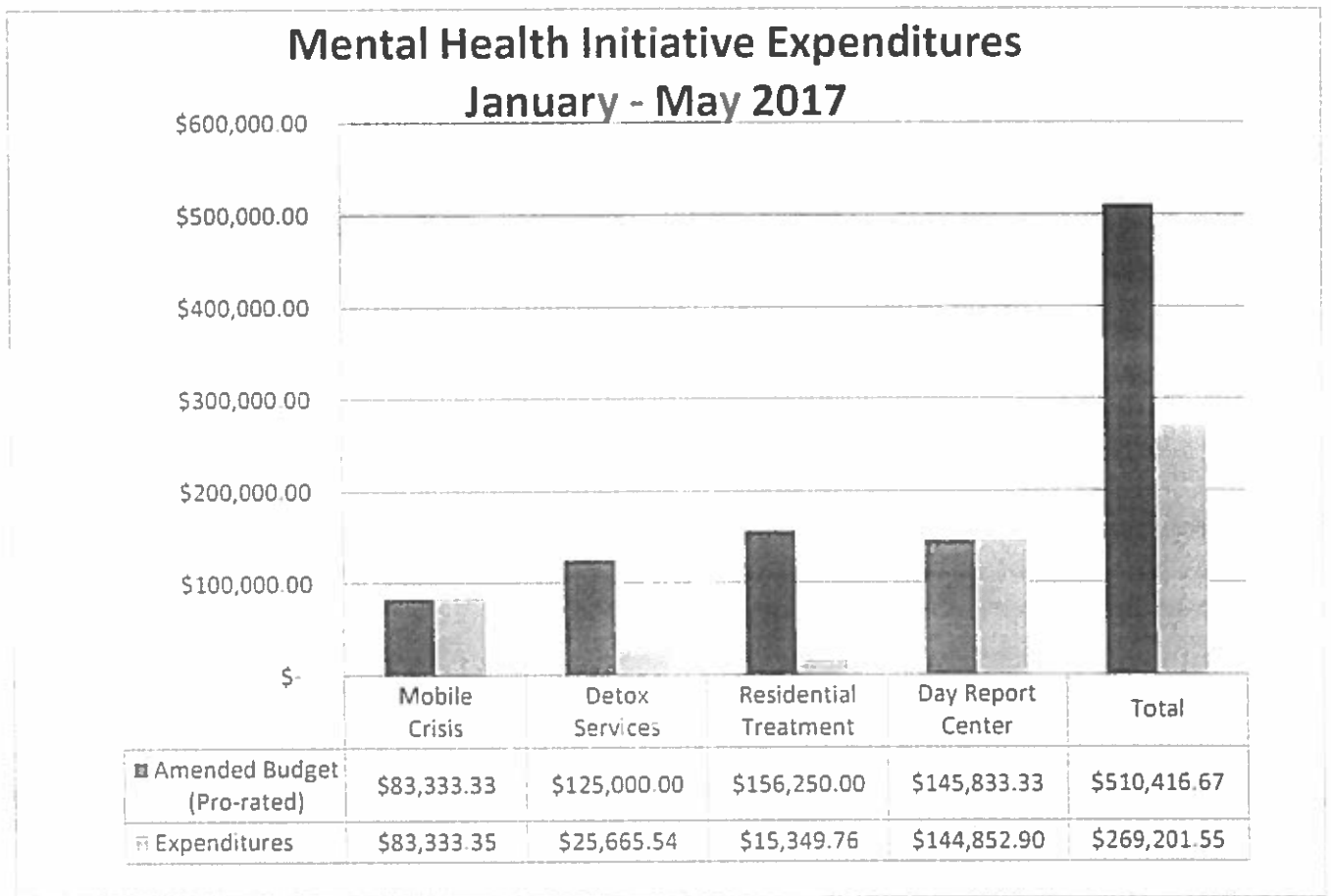
Re: Mental Health Initiative Expenditures 2016-2017

The following updated summary of expenditures related to the Mental Health Initiatives in 2016 and the first five months of 2017 is submitted in response to a request from members of the ad-hoc Mental Health Treatment Committee.

The chart below represents the 2016 expenditures on the various initiative components. The total available budget for the initiatives was \$1,090,000.



The second chart below represents the 2017 expenditures for January-May. The total available budget for the initiatives is \$1,225,000.



Northeast Wisconsin Technical College District

Board of Trustees Meeting

Minutes

June 14 2017

12:00 p.m.

***NWTC –Marinette Campus Room SC108
1601 University Drive, Marinette, WI 54143***

The Board Chairperson called the June 14, 2017 NWTC Board of Trustees meeting to order and requested that roll call be taken at this time.

Present: Laurie Davidson, Cathy Dworak, Phyllis Habeck, Dave Mayer, Jeff Rickaby, Kim Schanock, Ben Villarruel, Gerald Worrick

Also Present: Jeff Rafn, Mary Jo Tilot, Lori Suddick, Karen Smits, Bob Mathews, Sandy Ryczkowski, Karen Rafn, Dan Mincheff, Chet Lamers, Chris Dahlke, Rick Stadelman, Roy Habeck, Christine Polzin

Board Governance

At this time the Board of Trustees honored and recognized Phyllis J. Habeck for her years of dedicated service to NWTC as she completes her tenure on the NWTC Board. Phyllis was presented with an engraved clock and plaque, together with a certification of commendation from the Governor's office for dedicated service both as a counselor and NWTC Board member.

Guests

Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson asked for the introduction of any guests present at this time and invited public comment. No one came forward

Student Senate

No report was provided at this time.

Action Items (Roll Call Vote)

Bills

Bills Covering the Period of May 1-30, 2017 \$4,236,935.29

Detailed copies of the current disbursements for fiscal year 2017 for the month of May were forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills were available in the District Office for review by any interested person.

Laurie Davidson moved that the Board approve the May 2017 bills as presented.

Motion seconded by Gerald Worrick.

Motion carried, with all voting "Aye" on roll call.

Budget Modifications

Board Exhibit I was a copy of the fund statements of proposed fund and function modifications to the FY 2017 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

Laurie Davidson moved that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Approval of UDF Utility Easement, and Authorization for President to Sign/Approve Easement

The vacant (undeveloped land), purchased from the Village of Howard, for Universal Driving Facility (UDF) is currently has a 17,563 SF educational facility under construction. The site requires an easement to locate the underground gas and electric service from the source into the building. Wisconsin Public Service (WPS) provided a utility easement for the extension/connection of these services. This easement must be granted by the land owner; Northeast Wisconsin Technical College (NWTC). This request asks the NWTC District Board of Trustees to take formal action to approve an easement as was specified in the attached Electric Underground and Gas Easement / Corporation #59505, and, grant authority to the President or an assignee to sign such easement.

Dave Mayer moved that the Board take formal action to approve and authorize the following:

1. Approve creation of an Electric Underground and Gas Easement / Corporation #59505.
2. Authorize the President, or an assignee, to sign the easement on behalf of the College.

Motion seconded by Cathy Dworak.

Motion carried, with all voting "Aye" on roll call.

Approval of Building EE and Transportation Center Utility Easement(s), and Authorization for President to Sign/Approve Easement

The 197+ acres of land on the Green Bay Campus is served natural gas and electricity by Wisconsin Public Service (WPS). As part of the Northeast Wisconsin Technical College (NWTC) 2015 Referendum, new buildings will require easements for the purpose of extending service(s) to these buildings. The site requires two (2) easements to locate the underground gas and electric service from an existing source on campus and into the new buildings. Wisconsin Public Service (WPS) provided utility easement(s) for the extension/connection of these services. These easement(s) must be granted by the land owner; Northeast Wisconsin Technical College (NWTC). This request asks the NWTC District Board of Trustees to take formal action to approve an easement as was specified in the attached Electric Underground and Gas Easement / Corporation #59504 and #59712, and, grant authority to the President or an assignee to sign such easement.

Gerald Worrick moved that the Board take formal action to approve and authorize the following:

1. Approve creation of an Electric Underground and Gas Easement / Corporation #59504 and #59712.
2. Authorize the President, or an assignee, to sign the easement on behalf of the College.

Motion seconded by Dave Mayer.

Motion carried, with all voting "Aye" on roll call.

Approval for a WPS Utility Easement for Redundant Power Feed
and Authorization for President to Sign/Approve Easement

The 197+ acres of land on the Green Bay Campus is served by two electrical feeds coming from a single downstream service provided by Wisconsin Public Service (WPS). As part of the Northeast Wisconsin Technical College (NWTC) 2015 Referendum, a third feed into campus is being proposed by WPS, in an effort to provide additional redundancy to the main campus electrical system. An easement is required to install the underground electric service from an existing source near Country Club Drive and into campus. Wisconsin Public Service (WPS) provided a utility easement for the extension/connection of this service. This easement must be granted by the land owner; Northeast Wisconsin Technical College (NWTC). This request asks the NWTC District Board of Trustees to take formal action to approve an easement as was specified in the attached Electric Underground Easement #29421, and, grant authority to the President or an assignee to sign such easement.

Dave Mayer moved that the Board take formal action to approve and authorize the following:

- 1) Approve creation of an Electric Underground Easement #29421.
- 2) Authorize the President, or an assignee, to sign the easement on behalf of the College.

Motion seconded by Laurie Davidson.

Motion carried, with all voting "Aye" on roll call.

Consent Agenda Items:

Minutes

The minutes of the May 10, 2017 Board Meeting & Budget Public Hearing minutes were sent to Board members prior to the June 14, 2017 Board meeting. It was recommended that Board approval be given for the May 10, 2017 Board meeting & Budget Public Hearing minutes as presented.

New Hire - Faculty

- A. Brian Andrews – Electricity Instructor - Brian Andrews was the Selection Committee's top choice for the Electricity Instructor. Mr. Andrews holds two technical diplomas from Northeast Wisconsin Technical College in the Power Engineering and Electro-Mechanical programs. In addition, he also holds a Certificate from the Construction Electrician Apprenticeship program.

Since 2007 Mr. Andrews has been licensed by the State of Wisconsin as a Master Electrician, and Boiler Operator. He has been employed with the Local 158 from 1988-2002 and again for the past 11 years in the positions of Apprentice, Journeyman, and Master Electrician. Mr. Andrews was also the Lead Man for Staff Electric & VDH Electric at the Lambeau Field Renovation, and has performed marine wiring for Bay Shipbuilding in Sturgeon Bay, WI.

Placement for this position would be at the level Faculty C, \$67,567.00 for 185 days of obligation.

- B. Lance Larsen – Diesel/Medium Heavy Instructor - Lance Larsen was the Selection Committee's top choice for the Diesel Medium/Heavy Truck Instructor. Mr. Larsen holds an ASE Master Certification, a Technical Degree in Diesel Equipment Mechanics from Fox Valley Technical College, and numerous other accreditations specific to the Diesel Technology area.

Since 2014, Mr. Larsen has been employed at Fox Valley Technical College as a Diesel Technology Instructor. Prior to that he has 11 years of experience in the Diesel Technology field as an Instructional Aide, Service Manager, and Diesel Technician.

Placement for this position would be at the level Faculty A, \$66,000 for 175 days of obligation.

- C. Paul Seidler – Diesel Heavy Equipment Instructor - Paul Seidler was the Selection Committee's top choice for the Diesel Heavy Equipment Instructor. Mr. Seidler holds a Bachelor's Degree in Career, Technical Education and Training from UW-Stout. He also holds Certificates in Psychology and Behavioral Studies and Social and Human Services, in addition to an Associate degree in Diesel Technology from NWTC.

For the past year, Mr. Seidler has held a Technical Instructor position for Fabick Cat/FABCO Equipment, Incorporated. Prior to that, he has held several part-time instructor roles in the Diesel Technology program for NWTC. He also has over 8 years of experience as a Diesel Technician.

Placement for this position would be at the level Faculty A, \$62,500 for 175 days of obligation.

- D. Tammie Bauer –Dental Hygienist Instructor - Tammie Bauer was the Selection Committee's top choice for the Dental Hygienist Instructor. Ms. Bauer holds a Bachelor's Degree in Career, Technical Education and Training from UW-Stout, a Dental Assistant Certification from Fox Valley Technical College, and an Associate of Applied Science in Dental Hygiene from North Central Technical College.

For the past two years Ms. Bauer has held the Public Health Dental Hygienist position for the City of Menasha, WI. Prior to that, she was the Lead Dental Hygienist for Dr. Nick Abujamra in Prostodontic Dentistry, as well as simultaneously being an active member of the Part-Time Dental Hygiene Faculty for Northeast Wisconsin Technical College since 2006.

Placement for this position would be at the level Faculty B, \$61,424 for 175 days of obligation.

- E. Christine Walters –Associate Degree Nursing Instructor, Marinette - Christine Walters was the Selection Committee's top choice for the Associate Degree Nursing Instructor, Marinette. Ms. Walters holds a Bachelor Degree of Science in Nursing from UW-Green Bay, an Associate Degree in Nursing from Northeast Wisconsin Technical College, and is currently pursuing her Master's Degree in Nursing with an emphasis on Education from Grand Canyon University, set for completion in July 2017. She is a board certified Medical Surgical Nurse, in addition to being certified in Wound Care.

Since 2008 Ms. Walters has spent seven years in the position of Registered Nurse, and two years in the position of Clinical Nurse Manager for Bay Area Medical Center. Prior to that, she has held a variety of roles for the organization, including; Unit Secretary in Emergency Services, Transcriptionist, Licensed Practical Nurse in Fast Track, and fill-in as Nursing Supervisor. She also worked directly with Nursing Students from Northeast Wisconsin Technical College as a Nursing Academic Coach for approximately a year and a half.

Placement for this position would be at the level Faculty C, \$67,567 for 175 days of obligation.

- F. Nicole Drees –Associate Degree Nursing Instructor, Marinette -75% - Nicole Drees was the Selection Committee's top choice for the Associate Degree Nursing Instructor, Marinette – 75%. Ms. Walters holds an Associate Degree in Registered Nursing from Northeast Wisconsin Technical College, a Bachelor Degree of Science in Nursing from UW-Green Bay, and is currently pursuing a Master of Science in Nursing, set for completion in May of 2018.

For the past year, Ms. Drees has held the position of Registered Nurse at Bay Area Medical Center in the Oncology Department, in addition to part-time Nursing Assistant instruction for Northeast Wisconsin Technical College. Prior to that, she has an additional four years of experience as a Registered Nurse for multiple organizations including: Aurora Bay Medical Group, St. Vincent Hospital, Bay Area Medical Emergency Room, and Rennes Health and Rehabilitation Center.

Placement for this position would be at the level Faculty C, \$49,661 for 175 days of obligation.

It was recommended that the Board approve the appointments listed above.

Faculty – Retirement

With regret, the College accepted the following retirement notice: James DeMeuse, Mathematics Instructor, who has been with the College since August 12, 1996, has announced his retirement effective January 26, 2018.

Administration – Retirement

With regret, the College accepted the following retirement notice: Sandy Ryczkowski, Vice President of Human Resources, who has been with the College since February 22, 1993, has announced her retirement effective December 29, 2017.

Project Management Program Approval

The Project Management Technical Diploma encompasses personnel and qualitative issues, as well as the technical, quantitative aspects of managing projects. Courses immerse students in teamwork and team dynamics, helping them develop the skills to tackle complex projects and the savvy to synthesize diverse perspectives. Topics covered include project integration, scheduling, scope and planning, human resources, communication, quality, costs, monitoring, and procurement. The combination of courses build the skills necessary for the role of project manager within a variety of industries. The program is expected to begin in fall 2018.

It was recommended that the Board approve the Project Management technical diploma and authorize its submission to the WTCS State Board for approval.

Center for Business & Industry (Contracts for Service)

Under the provisions of State Statutes 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2017 contracts pending Board approval was attached as Board Exhibit 2.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (35.15% for on-campus and 29.09% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. The hourly rate of \$167.00 per hour along with the ability to project price was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts were available for review by any interested person.

It was recommended that the Board approve the contracts for services identified in Board Exhibit 2.

NWTC Student Mascot

The NWTC Student Senate has taken on the initiative to develop and identify, through input from a student survey which was conducted during the academic year, an NWTC College Mascot. The chosen Mascot name is “The Eagles”.

It was recommended that the Board approve the mascot name as recommended by the Student Senate.

Dave Mayer moved that the Board approve the consent agenda items as follows: the May 10, 2017 Board meeting and Budget Public Hearing Minutes; the appointments of Brian Andrews – Electricity Instructor, Lance Larsen –

Diesel/Medium Heavy Instructor, Paul Seidler – Diesel Heavy Equipment Instructor, Paul Seidler – Diesel Heavy Equipment Instructor, Tammie Bauer –Dental Hygienist Instructor, Christine Walters –Associate Degree Nursing Instructor, Marinette, and Nicole Drees –Associate Degree Nursing Instructor, Marinette -75%; the retirement notice: James DeMeuse, Mathematics Instructor; the retirement notice of Sandra Ryczkowski, VP for Human Resources; the Project Management technical diploma and authorize its submission to the WTCS State Board for approval; and the contracts for services identified in Board Exhibit 2.

Motion seconded by Carla Hedtke.

- The Board will want to review and approve the image/design for the mascot prior to it being implemented.

Motion carried, with all voting “Aye” on voice vote.

Reports

Board EduByte – Regional Center Update

Christine Polzin, Regional Center Manager, provided an update on activities at the NWTC-Marinette Campus.

Policy Discussion – Dream Report Update

Vickie Lock, Dean of Student Success, provided an update to the Board on the Dream Report for discussion purposes.

Referendum Update

Chris Dahlke provided a referendum project update to the Board.

President’s Report

Enrollment Activity – The College is currently at 5,937 FTEs, which is still a +6% drop in enrollment. Preliminary projection is that we will be in line with the budget approved by the Board for FY18. We are on plan or ahead of plan for fall; summer FTE is down right now.

Legislative and Regulatory Issues (state & federal) –

- There has not been a budget meeting in 2-3 weeks; the Governor and the Senate are on very different pages with regard to the Transportation Budget, K12, and health insurance for state employees.
- The State Board set the tuition at 1.4%; however that is contingent on the fact that the State will not freeze our tuition rate as they have for the UW System. The WTCS Board has indicated that they will move ahead with the 1.4% increase if there is in fact no budget in place. Fairly certain that we will be exempt from the 1/3rd budget that the Governor is proposing for DPI.
- On the federal budget, the focus is on workforce development and apprenticeships. Plan is to maintain the \$90 million that is in the budget for apprenticeships, however the President will also reduce all the other workforce development training funding (i.e., Job Service) and the Workforce Development Act funding which pays for tuition when someone is unexpectedly unemployed and needs retraining.

Current Events –

- GLEE Steel Top Ceremony will be held on Monday, June 26 at 10:30 a.m.
- VP for Student Services interviews with final two candidates were held, and an offer is being made to one of the finalists.
- About 100 students qualified for the Promise Program.

- Green Bay Packers Charity Give Back Campaign was very successful and raised \$56,000.
- The NWTC Foundation has raised over \$1,000,000 for the Foundation this year.

Facility Tour

A tour of the NWTC-Marinette Campus was provided to those Board members interested in attending.

Next Board Meeting

The Monday, July 10, 2017 Board Meeting will be held at the NWTC-Green Bay Campus Board Room.

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

Adjournment

Gerald Worrick moved to adjourn the June 14, 2017 Board meeting (3:15 p.m.).

Motion seconded by Cathy Dworak.

Motion carried, with all voting "Aye" on voice vote.



Carla Hedtke, Vice-Chairperson

Date

7/10/17

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, July 10, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Tom Sieber, Sandy Juno and Kramer Rock
ALSO PRESENT: Kasha Huntowski, Kevin Cullen, Ryan Swadley, James Peth and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:31PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Bernie Erickson and seconded by Kramer Rock to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke updated the Board on second quarter attendance and revenue, which is on target based on projections. She told the board that she would continue to monitor and provide a more detailed update at the August meeting.

Museum Director Lemke informed the Board that in accordance with Task #5 of the 2018 Budget Workplan, the Museum's 2018 Budget CIP Request Form along with narrative and budget for the Visitor Experience and Architectural Exhibition Master Plan Museum for the Core Exhibition was submitted on May 4, 2017.

Museum Director Lemke provided board members a draft copy of the status of 2017 department goals and the new goals for 2018. She requested board members to review and let her know if they had suggestions or edits to the draft.

She also shared that during the remainder of 2017 the museum team would be working on writing the script for the core gallery interpretive plan with the expectation that the RFP will be awarded in 2018 and core gallery construction beginning in 2019.

Museum Director Lemke turned the floor over to Ryan Swadley, Museum Educator to share a recent grant award from the Bader Foundation for people with early- to mid-stage memory loss and their care partners.

Spark Program Update--What is Spark?

Spark is a Wisconsin-based museum program that serves people with early- to mid-stage memory loss and their care partners. It was developed in 2009 as a partnership between the Milwaukee Public Museum and Bader Philanthropies, Inc. Spark programs typically last about 60-90 minutes; there is some time for refreshments and socialization, an informal educational program, and time to explore at the end.

Spark at the Neville

Last November Ryan attended the annual Spark conference and in January 2017 he began the process of preparing to implement Spark here, including working with the NPM Foundation to secure funding from Bader Philanthropies. The grant was approved in May, and Ryan and James have been training in order to start Spark monthly programs in January 2019. The grant funds cover the cost of training, equipment and supplies,

marketing, and the admission fee for attendees during the first full year. In September, October, and November we will host three pilot Spark programs as a trial run.

Training

All staff at the museum are taking part in general training in order to help us become a dementia-friendly institution, including Purple Angel certification training on June 30. We will be hosting training with one of the founders of the Spark program in both 2017 and 2018. Ryan and James are shadowing Spark programs at the Civil War Museum in Kenosha, the Racine Art Museum, Milwaukee Public Museum, and the Building for Kids in Appleton. They are also attending Memory Cafes in Brown County, which are similar informal gatherings for this audience. Ryan and James will also attend the Spark conference in Milwaukee this year, and the Alzheimer's Association conference in Wisconsin Dells next year as well as the 2018 Spark conference (location TBD).

Marketing

The bulk of our Year Two funds from the Bader grant will go toward marketing, including print pieces and an ad with Wisconsin Public Radio. We will also be utilizing our county government contacts and our friends with the Memory Cafes to help us get the word out. We hope other stakeholders will do the same.

Beyond 2018

The Bader grant provides an admission subsidy for the pilot and first full year programs for care givers and receivers who are living at home. The hope is to find additional funding or waive the admission fee for attendees after the grant cycle is complete. Once the Spark is up and running we will provide programs for nursing home residents as a group visit upon request, but will charge the group rate as advised by Bader. The Spark conference is very affordable so Ryan and James will continue to attend in the future, and have even been asked about the possibility of the Neville hosting the conference in the future.

Who Else Does Spark?

Dane County

- Madison's Children Museum, Madison
- Wisconsin Historical Museum, Madison

Dodge County

- SPARK! of Dodge County, Beaver Dam/Juneau/Horicon

Kenosha County

- Civil War Museum, Kenosha
- Pringle Nature Center, Kenosha

Manitowoc County

- Rahr-West Art Museum, Manitowoc
- Marathon County
- Leigh Yawkey Woodson Art Museum, Wausau

Milwaukee County

- Jewish Museum Milwaukee, Milwaukee
- Milwaukee Public Museum, Milwaukee
- Schlitz Audubon Nature Center, Shorewood
- Saint John's on the Lake, Milwaukee

Outagamie County

- Building for Kids, Appleton
- Trout Museum of Art, Appleton

Racine County

- Racine Art Museum & Wustum Museum, Racine

Rock County

- Museums of Beloit College, Beloit

Sheboygan County

- Kohler Center for the Performing Arts, Sheboygan

Washington County

- Museum of Wisconsin Art, West Bend

Waukesha County

- SPARK! Artists in Residents (SPARK! AIR), Waukesha

MINNESOTA

- Minnesota Institute of the Arts, Minneapolis
- Minnesota Historical Society, St. Paul
- Minnesota Marine Art Museum, Winona

Discussion ensued; full support of the projects are to be noted. Museum Director Lemke reiterated that she would continue to provide ongoing detail in the coming months as the Brown County budget process takes place for 2018.

4. Museum Deputy Director Report. Deputy Director Cullen informed the Board about the logistics of the inbound shipping of *Permian Monsters: Life before the Dinosaurs*. He will work with Chairman Kuehn and Kramer Rock on securing a forklift for inbound and outbound installation.

Deputy Director Cullen provided a listing and explanation of the temporary exhibit plan and the main point of contact for logistics. A full list is included below.

Holiday Memories Mezzanine (Throughout Museum)

Point Person: James
Run Dates: 11/16/17-1/7/2018
Install Begins:
Strike Begins: 1/8/2018

GB Art Colony WPS

Point Person: Lisa
Run Dates: 2/9/2018-4/1/2018
Install Begins: 2/5/2018
Strike Begins: 4/2/2018

Exquisite Miniatures BM

Point Person: Kevin
Run Dates: 1/13/2018-3/25/2018
Install Begins: 1/5/2018
Strike Begins: 3/26/2018
Notes: Need to paint the gallery back from Neon- will need more than 5 days to do this and install (Lisa will get quote) Ryan has ideas for education components

Artisan Center (NWTC) Mezzanine

Point Person: Kevin
Run Dates: 3/17/2018-6/3/2018
Install Begins:

Strike Begins: 6/4/2018

Notes:

Artistic Discovery BM
Point Person: Beth
Run Dates: 4/7/2018-5/21/2018
Install Begins: 3/27/2018
Strike Begins: 5/22/2018
Notes:

Into the Arctic WPS
Point Person: Kevin
Run Dates: 4/14/2018-8/31/2018
Install Begins: 4/3/2018
Strike Begins: 9/1/2018
Notes: NPM Collection pieces

Our Brown County Walter
Point Person: Lisa
Run Dates: 5/29/2018-2/20
Install Begins: 5/4/2018
Strike Begins:
Notes:

Art Annual BM
Point Person: Kevin
Run Dates: 6/9/2018-7/29/2018
Install Begins: 6/5/2018
Strike Begins: 7/30/2018
Notes: Same process as last year- Lisa will go over Submittable with Kevin

5. Such other matters as authorized by law: Foundation Director Huntowski shared with the board the opportunity to support the Neville Public Museum Foundation by downloading the free HuTerra App to your smartphone. Simply choose the Neville Public Museum Foundation under "My Fundraisers!" Every new download now through August 5, 2017 means a \$10 donation to support exhibits and programming at the Neville!



Next meeting of the Neville Public Museum Governing Board will be Monday, August 14, 2017 at 4:30pm

2017 meeting date are as follows:

Monday, September 11, 2017

Monday, October 9, 2017

Monday, November 13, 2017

Monday, December 11, 2017

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:17PM. Motion made by Sandy Juno and seconded by Kramer Rock to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.